

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Executive/Finance Committee**

**Thursday, April 13, 2022, 7:30 a.m.**

**Members Present:**

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Keith Radig, <i>Secretary</i>	Supervisor	Woodbury County, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Gary Bogenrief	Council Member	North Sioux City, SD
Jasper Kriens	Council Member	South Sioux City, NE
Mark Monson	Planning & Zoning Commissioner	Sergeant Bluff, IA
Bob Padmore	City Manager	Sioux City, IA

**Staff Present:**

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Jasmine Lammers	New Finance Director	SIMPCO
Curt Miller	Transit/Facilities Manager	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

Jon Winkel called the meeting to order at 7:30 a.m. A quorum was in attendance.

The members of the SIMPCO Executive/Finance Committee are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. The meeting is being held by conference/video call originating from the SIMPCO office at 1122 Pierce Street, Sioux City, Iowa. It is open to the public in-person AND through video/conference call. Those in person or on the call can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the regular meeting agenda.

*Lance Hedquist moved to approve the April 13, 2022 regular meeting agenda as presented, seconded Dan Moore. Motion carried. [Unanimous]*

2. **APPROVAL OF MINUTES:**
  - a. **March 9, 2022:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

*Lance Hedquist moved to approve the March 9, 2022 regular meeting minutes as presented, seconded by Jasper Kriens. Motion carried. [Unanimous]*

3. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the Director Report included in the meeting packet. She reported a Housing Manager has been hired and began duties on April 4.

4. **FINANCIAL UPDATE:**

**a. March 31, 2022 Financial Reports:** Finance Director Jasmine Lammers provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,509,353 and expenditures \$1,387,199 for a balance \$122,154 as of March 31, 2022.

*Mark Monson moved to recommend to the Board of Directors approval of the March 31, 2022 financial reports as presented, seconded by Dan Moore. Motion carried. [Unanimous]*

**b. FY 2023 PROPOSED SALARY SCHEDULE:** Ms. Lammers referred to the proposed salary schedule for fiscal year 2023 included in the meeting packet. She reviewed the recommended salary ranges for the SIMPCO divisions of Administration, Regional Planners, Housing Development and Transportation Planning (MPO/RPA). The Transit segment of the proposed schedule will be presented to the Siouxland Regional Transit System (SRTS) Board of Directors in May for approval.

As approved in the FY 2023 budget, the base used to increase the top and bottom of SIMPCO division salaries was five percent. Similar positions were compared to the FY 2022 Iowa Council of Governments (ICOG) salary survey and the proposed ranges are in line with other ICOGs. Discussion followed.

*Dan Moore moved to recommend to the Board of Directors approval of the proposed FY 2023 Salary Schedule as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]*

5. **COMMUNITY SERVICE CONTRACT:** Ms. Bostinelos provided an overview of the contract presented for approval.

a. Iowa's West Coast Initiative (IWCI), administration of the International Rescue Committee (IRC) under the Small Business Administration's (SBA) Community Navigator Pilot Program, Total Cost \$9,064 per two-year grant, Year 1 - \$4,483/ Year 2 - \$4,581

*Lance Hedquist moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Gary Bogenrief. Motion carried. [Unanimous]*

6. **LETTER AUTHORIZING EXECUTIVE DIRECTOR TO SIGN U.S. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PLANNING PARTNERSHIP GRANT – EDA-DEN-PL-DRO-2022-**

**2007033:** Ms. Bostinelos reported staff will be submitting the U.S. EDA Planning Partnership grant application for July 1, 2022 - March 31, 2025 by the May 6 deadline. EDA requires the Board of Directors Chair to sign grant documents associated with this application. However, this has been difficult for applicants since the grant is completed through grants.gov and the signature of the individual submitting is automatically imprinted on the documents. Therefore, EDA is now requiring a letter from the Board of Directors authorizing the individual submitting to sign the application documents. Discussion followed.

*Dan Moore moved to recommend to the Board of Directors authorization for SIMPCO Executive Director Michelle Bostinelos to sign Planning Partnership grant application (EDA-DEN-PL-DRO-2022-2007033) on behalf of the SIMPCO Board of Directors, seconded by Mark Monson. Motion carried. [Unanimous]*

7. **PROFESSIONSL SERVICE CONTRACTS:** No contracts were presented at this time.
8. **BUILD GRANT UPDATE:** Transit Director Curt Miller reported meetings continue with the contractor, L & L Builders, and the project is progressing on schedule. In March, the SRTS Board of Directors approved a change order for estimated savings of \$242,000. The Woodbury County Board of Supervisors and bonding agency are working through the process for approval. Discussion followed.
9. **OTHER COMMENTS:** Michelle Bostinelos reported the next meeting is scheduled to be held on Wednesday, May 11, 2022.
10. **ADJOURNMENT:** *Lance Hedquist moved to adjourn the meeting, seconded by Dan Moore. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 8:10 a.m.